

**Office of
Montana Secretary of State
Linda McCulloch**



Reconciliation of Ballots

August 2012



Reconciliation of Ballots

Why Reconcile?

- Reconciling ballots is an administrative tool that allows the EA to determine whether the number of ballots received, issued and returned balances with the number of ballots cast.
- Reconciling ballots is simple and transparent, and helps to instill confidence in the election process.



Reconciliation of Ballots

When to Reconcile?

- When sending ballots to polls
- The day before Election Day if doing early preparation
- On Election Day at polls
- Daily (or as often as necessary) for Absentee Ballots



Reconciliation of Ballots

What Forms to Use?

1. Certificate of Number of Ballots Sent to Polling Place
2. Absentee Ballot Daily Reconciliation Report
3. Early Preparation of Absentee Ballots Form
4. Poll Book Ballot Reconciliation Report

Certificate of Number of
Ballots Sent to Polling Place

Total Ballots
Cast

Ballot Reconciliation
Report (Poll Book
Reconciliation)

Early Preparation of
Absentee Ballots
Reconciliation

Absentee Ballot
Reconciliation (Daily
or as Needed)

Reconciling Absentee Ballots – Process

- Reconcile daily, or as often as necessary for each county
- Complete a separate form for each precinct, each day (or as often as necessary)
- Process is easy, efficient and transparent

Ballot Reconciliation Form

Ballot Style or Precinct # _____

2012 FEDERAL GENERAL ELECTION

NOV. 6, 2012

PART I (AFFIRMATION BOARD)

1. Total number of Affirmation Envelopes Returned _____
-Less Military Ballots (fax or email) _____
-Less Rejected Ballots (*must note on reject affirmation log*) _____
2. Total number of Secrecy Envelopes *

AFFIRMATION BOARD JUDGES SIGNATURE: _____ Date & Time: _____

X _____ X _____
Make a copy of report and attach BP34 report to copy

PART II (SEQUESTERED BOARD – board processing secrecy envelopes)

3. Number of Secrecy Envelopes Received * _____
4. Less rejected ballots (*must note on rejected ballot log*) _____
5. Total number of ballots sent to Scanner

* Numbers Should Agree

SEQUESTERED JUDGES SIGNATURE _____ Date & Time: _____

X _____ X _____

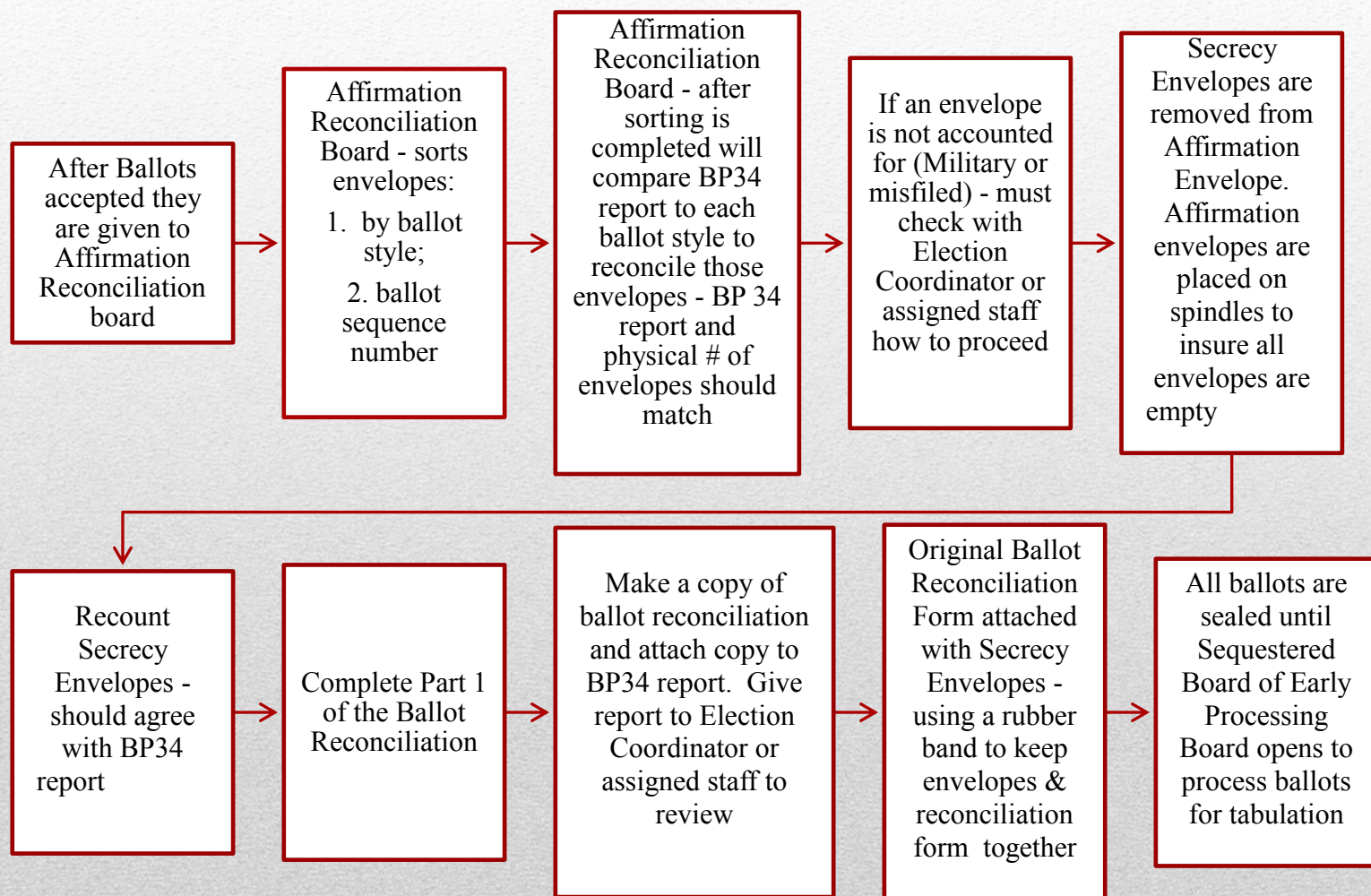
PART III (SCANNER JUDGE)

- 6a. Ending Number on Scanner _____ 6b. Total Received (5) _____
7a. Beginning Number on Scanner _____ 7b. Minus Resolution _____
8a. Total Scanned 8b. Total Ballots

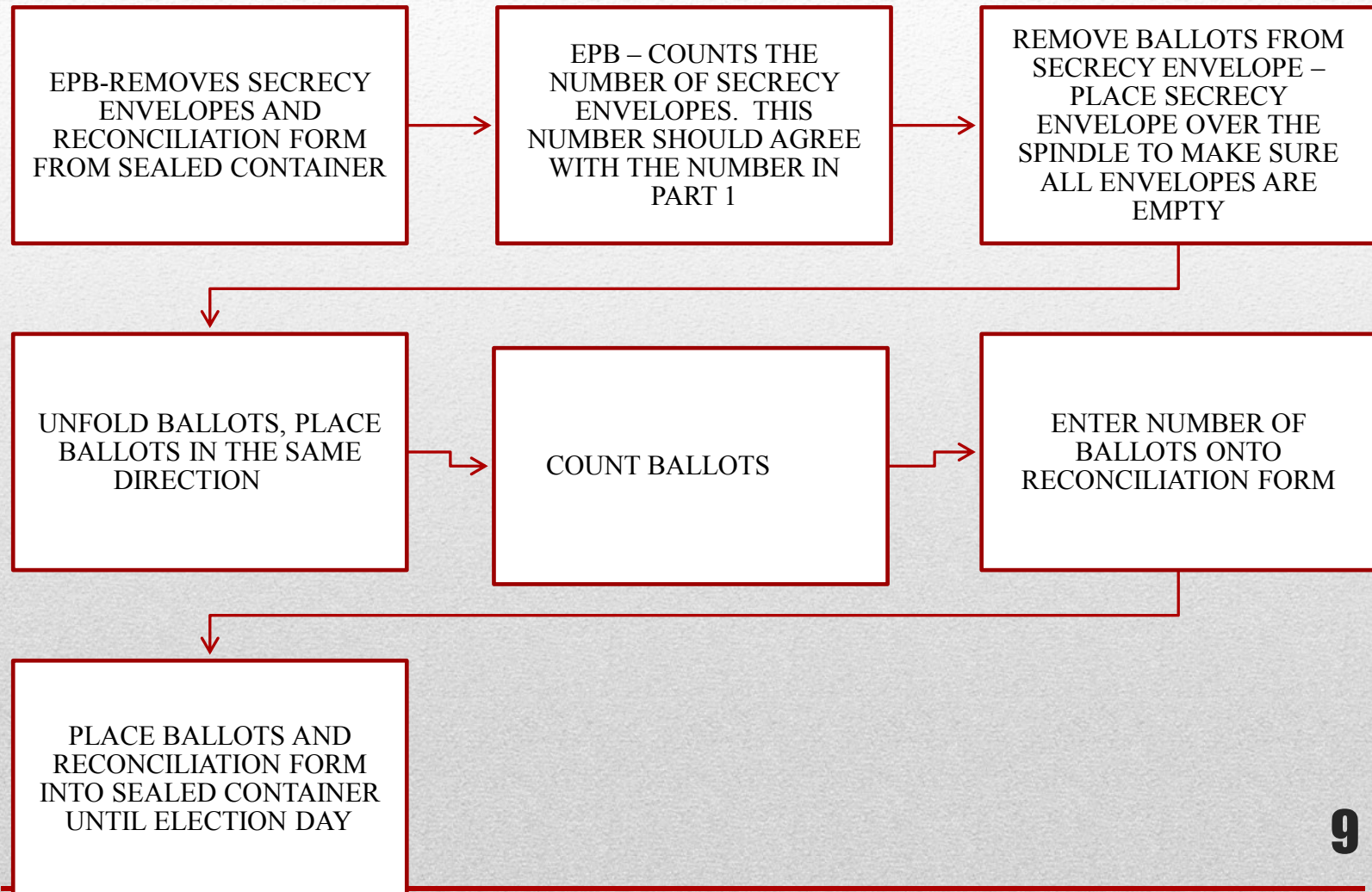
Difference (8a-8b) _____
(Should be 0)

Scanner Operators Initials _____ Scanner _____ Time: _____

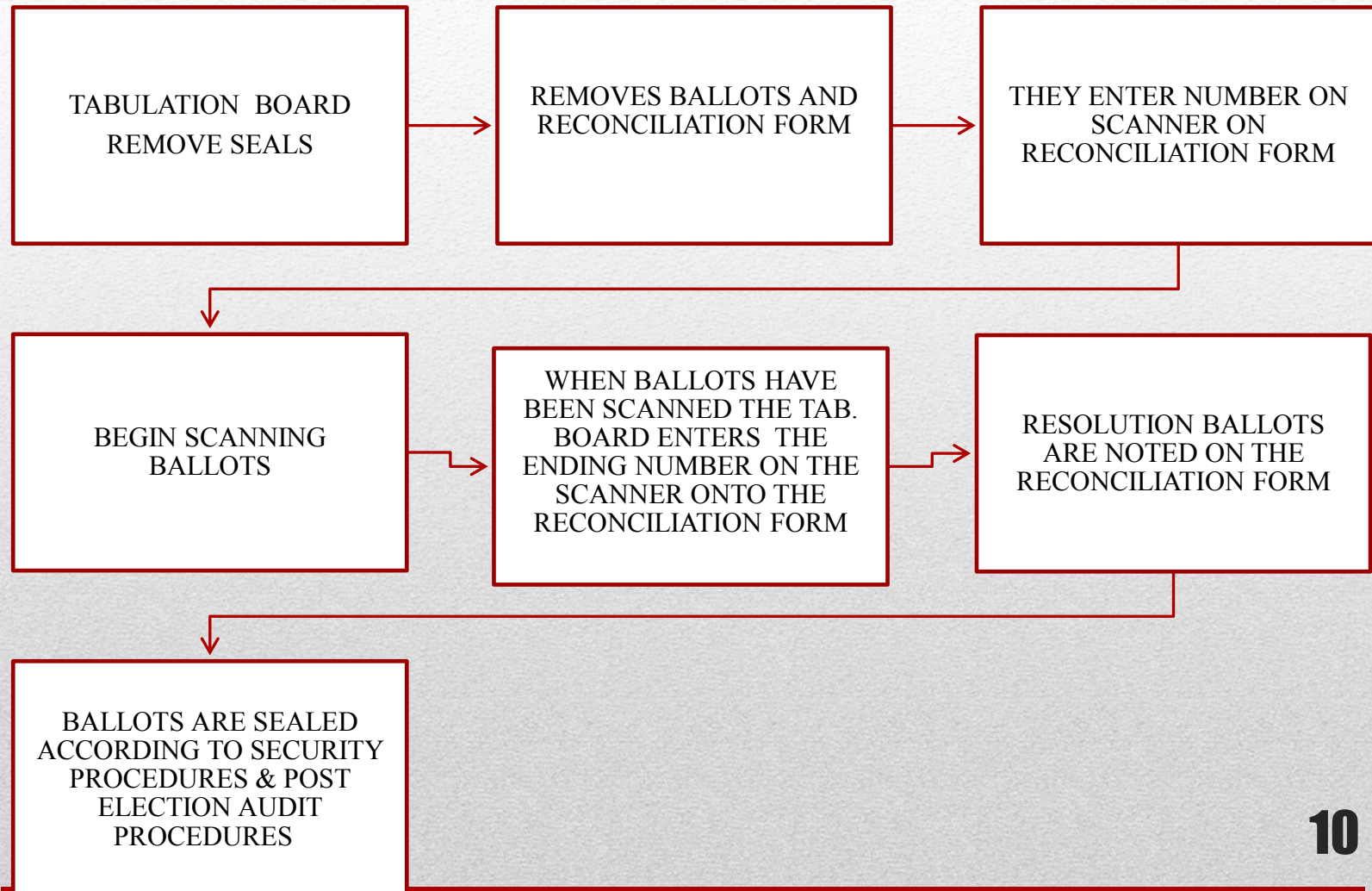
Absentee Ballot Reconciliation



SEQUESTERED BOARD OR EARLY PREPARATION BOARD



TABULATION BOARD



PREPARING FOR CANVASS

POLL ELECTIONS

1. ENTER TOTALS INTO A SPREADSHEET FROM:
 - POLLBOOK
 - BALLOT RECONCILIATION FORM(S)
 - PROVISIONAL BALLOTS
2. ENTER TOTALS FROM:
 - 650 SCANNERS
 - M100 SCANNERS
 - HAND COUNT BALLOTS

TOTALS SHOULD AGREE

Reconciling Ballots Will Save You Time and Headaches!

- Reconcile as often as necessary
- Make sure poll workers are trained on how to complete the poll book ballot reconciliation form
- Reconciling ballots protects your office, and your poll workers, and is a paper trail that you can produce in the event of an election challenge

Mahalo!

